

We have sent all of the documents to all international students who have the status of “student” on their Residence Card.

Please discard these documents if the status of “student” is not on your Residence Card.

September, 2021

Dear International Students,

【IMPORTANT】 To submit required documents in formzu for the new academic year 2021

The fall semester of 2021 academic year finally starts. We collect all documents and applications from students every year. From academic year 2020, international students use the online system called “formzu” for submission. Please read the attached “ **【formzu】** Student Manual” carefully, and submit the documents and applications as specified below.

■Due by : **5pm on Friday, September 24, 2021** *Strict Deadline

■International Student To-Do List / application procedure through formzu

*Note: Refer to “ **【formzu】** Student Manual”

① **Data Slip and Tuition Reduction Application for International Students**

(Both new and enrolled students need to apply every year.)



URL: <https://ws.formzu.net/dist/S89360365/>

QR code:

- Access the URL or read the QR code above, and make sure to fill out all **【required】** fields. Please fill out other fields as many as possible.
- Take photos of the following items and upload them in JPEG formats. Photos in other formats will not be accepted.
 - A. Residence card (front & back side)
 - If you do not have the residence card ⇒ the newest LANDING PERMISSION on your passport
 - If you are in the process of applying for the residence card ⇒ Application received slip
 - B. Passport (the page with your photo)
 - C. Bankbook (If you apply for tuition reduction or scholarships)
- Choose “No” to the question of “Would you like to apply for a tuition reduction?” in the formzu above if you fall one of the followings:
 - (Students who are NOT eligible for tuition reduction)
 - Non-degree students / Students who have repeated the previous academic year / Recipients of MEXT scholarship
 - / Students who are not deemed to have financial difficulties / Others
- Click the “send” button.



② **Scholarship Application (ONLY for undergraduate students 2-4 years)**

(Both new and enrolled students need to apply every year.)

URL: <https://ws.formzu.net/dist/S69126992/>

QR code:

- Access the URL or read the QR code, fill in necessary items, and click the “send” button.

This form contains a list of scholarships from external foundations and other organizations that are expected to be offered in the academic year. By applying for the scholarship you wish to receive, you will automatically become a recommended candidate when the recruitment for the scholarship commences in or after September. However, scholarships listed on the form are not necessarily offered every year. If there are any new scholarships, notices will be posted on bulletin boards. Be sure to check the board at the Global Education Center for each campus before submitting your application.

③ Optional Insurance (For applicants only)

Students who wish to enroll “Comprehensive Insurance for International Students” need to apply on the website described in the enclosed “Insurance for international students”, and pay for the insurance premiums at convenience stores. After payment, students who enroll type A or type B insurance can apply for monetary support for insurance premiums on the website described in “Insurance for international students”.

■formzu Q & A

Q1 I have nothing to change on my residence card, passport or any other information. Do I need to submit the same information as submitted last year?

→Yes, please submit the latest information every year, even if there is no change.

Q2 Can I use my smartphone to input information?

→Yes, you can.

Q3 How should I upload the image (ex. a copy of the residence card)?

→First, you can take a photo with your smartphone, and upload the photo.

If you have no means to take pictures, please contact the person in charge global of each campus as soon as you can.

Q4 There was an error and I was not able to register.

→As a main reason, cases, that the required item does not have input or an image is not uploaded, is thought about.

When there are insufficient items they are displayed in red on a screen.

If you have any questions, feel free to contact to the person in charge global of each campus.

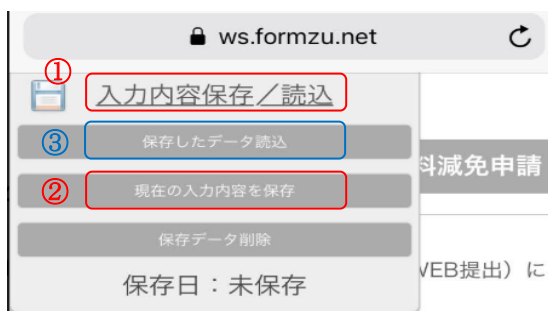
Q5 I do not have a bank account.

→If you do not have your Bank account, you don't need to submit it. However, please open your bank account because the Global Education Center may request information of your bank account.

Q6 I do not have my residence card. Do I need to register information or file applications on formzu?

→Please refer to formzu student manual, and register information including your passport on Data Slip. Also please apply for tuition reduction and scholarships (undergraduate students only), if necessary.

Q7 Can I save my data temporarily in the middle of input?



→You can save your data temporarily if you place the cursor over ① “入力内容保存/読込” and click ② “現在の入力内容を保存”.

Please note that this is just a temporary saving and your data will be deleted if there is no operation for a while.

Q8 After clicking ‘SEND’ I found an error in the content I inputted. What should I do?

→After clicking ‘SEND’, it is impossible to change the information on your own. Please email the Global Education Center for revision. If you saved your data temporarily, you may recall the saved data, by clicking ③ “保存したデータ読込” (refer to Q7 above), on the same device as used previously. If you apply multiple times, the latest version before deadline will be accepted as your final application.

【inquiry regarding formzu】

Hosei university Global Education Center

Phone : 03-3264-5475 Email : hosei-osm@ml.hosei.ac.jp

Hours : Monday to Friday, 9:00am to 5:00pm (closed for lunch 11:30 to 12:30)

パスポート

※アップロードできる拡張子は「png」「jpg」「jpeg」のいずれかになります。またファイル名にはできる限り学生証番号又は受験番号を含んだ種類が分かるファイル名にしてください。例 (20A1111_パスポート)

Passport

*The extension that can be uploaded is either "png", "jpg", or "jpeg". In addition, the file name should include the student ID number or the examinee's number. Ex (20A1111_passport) **required**

参照... 20Mバイトまで



銀行口座

※アップロードできる拡張子は「png」「jpg」「jpeg」のいずれかになります。またファイル名にはできる限り学生証番号又は受験番号を含んだ種類が分かるファイル名にしてください。例 (20A1111_銀行口座)

Bank account

*The extension that can be uploaded is either "png", "jpg", or "jpeg". In addition, the file name should include the student ID number or the examinee's number. Ex (20A1111_bank account)

参照... 20Mバイトまで

授業料減免・奨学金・外国人留学生のための保険 (A/B)加入を日直後のため、日本国内に口座を持っていない場合は、提出不せを行います。
Required if you wish to receive tuition reductions, scholarship (A/B). However, since you have just arrived in Japan, you do not have an account in Japan. We will contact you later.



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students
e an

If you have your residence card

在留カード情報 ※在留カードを持っている方も持っていない方も下記の入力例を参照の上入力下さい

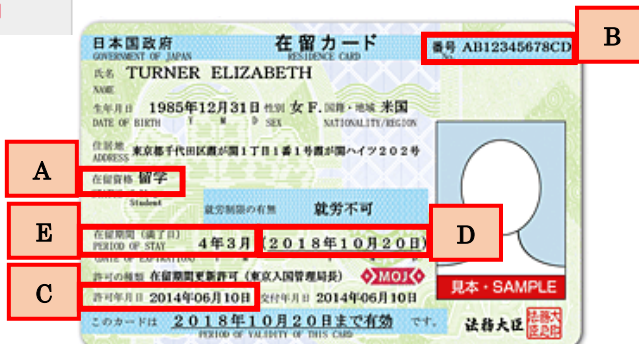
入力例:

<http://bit.ly/2uwWwoa>

Residence card information

*Please refer to the example below for both those who have a residence card and those who do not. **required**

現在の留学資格 Status 留学 **A**
在留カード番号 Residence card NO. AB12345678CD **B**
許可年月日 Date of issue 2014 年(Year) 06 月(Month) 10 **C**
期間満了日 Date of expiration 2018 年(Year) 10 月(Month) 20 **D**
在留期間 Period of stay 4年3月 4years and 3months **E**



If the "Date of expiration" is on or before **September 30th**, please apply for extension of your period of stay immediately, and upload application receipt issued by the immigration bureau.

If you don't have your residence card

Please fill the items as follows:

| | | |
|--|----------------------------|-------------------------------------|
| <p>在留カード情報 ※在留カードを持っている方も持っていない方も下記の入力例を参照の上入力下さい</p> <p>入力例： http://bit.ly/2uwWwoa Residence card information *Please refer to the example below for both those who have a residence card and those who do not. required</p> | 現在の留学資格 Status | 未取得 |
| | 在留カード番号 Residence card NO. | 無し None |
| | 許可年月日 Date of issue | 1900 年(Year) 01 月(Month) 01 日(Date) |
| | 期間満了日 Date of expiration | 1900 年(Year) 01 月(Month) 01 日(Date) |
| | 在留期間 Period of stay | その他 others |

| | | |
|--|--|--|
| <p>入学前の状況 Situation before admission required</p> | 入学前の居住地 Where you lived | |
| | 国名 country name | |
| | 入学前の所属 Where you belonged to | |
| | 学校名 School name | |
| | 企業・団体などの名称 Names of company/organization | |

next page >>

After all items in data slip are completed, please click "next page" and go to "Application for tuition reduction".

授業料減免申請 Application for tuition reduction

授業料減免制度申請申込

Application for tuition reduction

- ◆ 私は授業料減免を
- ◆ Would you like to apply for a tuition reduction?
 申請します Yes
 申請しません No

① Please select one.

② If you apply for tuition reduction, please fill out all required fields and check confirmations. If you do not apply, please go to ④.

| | | | |
|--|--------------------------------|--|-------|
| <p>収入状況 Income required</p> | 仕送り額 平均月額 Allowance(monthly) | | 円 yen |
| | アルバイト収入 平均月額 Part-time job | | 円 yen |
| | その他 平均月額 Other income(monthly) | | 円 yen |

確認 3

Conformation 3 **required**

確認しました I confirmed it

審査の結果、授業料の減免を受けられない場合があります。

As a result of the examination, you may not be able to receive the tuition reduction.

私は上記内容を了承致します。また記載内容に相違ございません。

I accept the above contents.

I hereby certify that the above statements are true.

申請遅延理由

※emailやHPの確認が遅れた等の理由を記載ください

Reason for application delay

*Enter the reason such as delay in confirmation of email or HP. **required**

③ After all required fields are filled out, please click "confirm".

<< previous page

confirm

Already checked in default setting. Please do not uncheck it.

send a carbon copy mail to your email address.

Click "send" button if you confirmed your entries above.

go back

send

④ Please click "send" if all entries are correct.

Your application is completed!

If you have any questions, please send emails to hosei-osm@ml.hosei.ac.jp.